



KidSport Alberta
 Box 36107 Lakeview RPO
 Calgary, AB
 T3E 7C6

Location:	<p>Alberta</p> <p>Remote Position with requirements to be on-site for fundraising events, in-person team meetings, etc.</p>
Position Title:	Program Manager, Every Kid Can Play (Maternity Leave Coverage)
Reports To:	KidSport Alberta Executive Director
Level/Grade:	<p><u>Type of Position:</u> Full-Time</p> <p><u>Hours of Work:</u> Monday-Friday, 0800-1600 for a 35-hour work week. Some evening/weekend requirements (event-based).</p> <p><u>Overtime:</u> KidSport Alberta will give the employee time off work with pay for banked overtime at a rate of 1 hour for each overtime hour worked as part of an overtime agreement between the employer and employee.</p> <p><u>Salary:</u> \$45,000-50,000</p> <p><u>Term:</u> 12 month contract (maternity leave coverage)</p>
About KidSport Alberta:	<p>KidSport Alberta provides grants to help cover the costs of registration fees so that all kids aged 18 and under can participate in sports in communities across Alberta. KidSport strives to ensure that no child is left on the sidelines due to financial barriers and all are given the opportunity to experience the positive benefits of organized sports. This is made possible through fundraising events, grants, sponsors and individual/corporate donations.</p>
Position Overview:	<p>The Program Manager, Every Kid Can Play Program, will play a key role in supporting the mission of the organization. This role will be primarily assisting with client servicing, application processing, sport club relations, reporting, general office admin work, and event support. The ideal candidate is someone who has great people skills, is very organized, understands the</p>



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	<p>positive benefits learned from sport, and is passionate about helping get more kids off the sidelines and into the game!</p>
<p>Accountability:</p>	<p>The Program Manager is accountable to the KidSport Alberta Executive Director.</p> <p>This role also bears responsibility to the chapter volunteers across the province.</p>
<p>Responsibilities:</p>	<p>The Program Manager will be responsible for working with the Executive Director in the following key areas:</p> <p>1. Coordinating and Managing the Every Kid Can Play Program (EKCP):</p> <ul style="list-style-type: none"> a) provide support to all KidSport chapters on the EKCP program b) help implement the EKCP marketing plan c) provide application processing support to chapters d) coordinate with Financial Manager to ensure payments are going out to chapters for reimbursement e) compile reports from chapters into a master report to provide back to the Government of Alberta f) provide regular reporting to the Government of Alberta <p>2. Assisting with general administration or application support</p> <ul style="list-style-type: none"> a) lead on administering the KidSport Alberta application process and support the Financial Manager with administrative duties when required including: <ul style="list-style-type: none"> - processing KidSport Alberta online and paper applications - manage the info@kidsport.ab.ca gmail account - respond to applicants/sport clubs using this email as needed - manage the KidSport Alberta phone line - pulling data and creating reports when required - Special projects around donor relationships, volunteer support, event partnerships and marketing as assigned -
<p>Qualifications:</p>	<ul style="list-style-type: none"> ● Proven administrative and customer-service experience. ● Strong leadership and organizational skills.



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	<ul style="list-style-type: none"> • Excellent problem-solving and decision-making abilities. • Ability to perform efficiently in a high-pressure environment. • Excellent report writing and presentation skills • Strong interpersonal and stakeholder management skills.
<p>Education & Experience:</p>	<ul style="list-style-type: none"> • Bachelor's degree in Business Administration, Management, Commerce, or a similar field preferred. • 2+ years of experience in a similar role preferred. • Excellent communication skills, both verbal and written. Patience with clients who speak English as a second language. • Proficiency in Google Suite (Google Drive, Sheets, Docs), Microsoft Suite (Excel, Word, etc), and database entry. Experience with Smart Simple is considered an asset. • Excellent leadership and decision-making skills. • Ability to multitask and work efficiently under pressure. • Strong analytical and problem-solving skills. • Strong time-management skills with shown successes of multi-tasking. • Ability to work independently as well as collaborate in a small team environment. • Strong contributor to a positive workplace.
<p>Benefits:</p>	<ul style="list-style-type: none"> • KidSport Alberta Medical and Dental Benefits Package. • Cell phone allowance. • Work with a fun, diversified team who are passionate about ensuring every child has the chance to play. • Work from home.
<p>Application Process:</p>	<p>Interested candidates should submit a resume and cover letter detailing their qualifications and experience to koehlerking@kidsport.ab.ca. Applications will be reviewed on a rolling basis until the position is filled.</p>
<p>Important Note:</p>	<ul style="list-style-type: none"> • KidSport Alberta is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and volunteers. • We are committed to accommodating people with disabilities as part of our hiring process. If you have



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	<p>special requirements, please advise us during the recruitment process.</p> <ul style="list-style-type: none">• Must be legally eligible to work in Canada and, where applicable, must have a valid work permit or study permit that allows the candidate to fulfill the requirements of the role.• We thank all interested applicants; however, only those selected for an interview will be contacted.
Contact Information:	Kelly Oehlerking KidSport Alberta koehlerking@kidsport.ab.ca